

NIGP
GRAND CANYON CHAPTER
Meeting Minutes

DATE: January 9, 2007

ATTENDANCE:

Kim Aringdale	Shirley Greco	Merrill Menta	Mary Jane Springer
Bill Brannen	Jana Kelly	Scott Richardson	
Denise Finn	Travis Lingenfelter	Becki Roberts	
Ann Maire Fisher	Carol Luckey	Mike Savoy	
Dawn Foster	James Menlove	Robert Sedillo	

Our first meeting for establishing a Northern Arizona Chapter of NIGP was a great success and a big thank you to Scott Richardson for heading this up and getting us going (and lunch as well). Scott has already done the first step, in sending a letting of intent to Rick Grimm at NIGP, of which he has received a response for us to move forward. Jennifer Steffan at NIGP will be involved in our formation. The following are the items of discussion:

- 1) Mary Springer will draft a purpose/mission and e-mail to everyone for input. Please provide Mary with your comments and we can discuss the revised draft at our next meeting. The group came up with the following points we felt most important to our purpose:
 - a. Training
 - b. Guidance
 - c. Networking
 - d. Assistance in certification
 - e. Local list serve
 - f. Value of Public Procurement
 - g. Vendor Shows
- 2) The following individuals were elected to serve as Chapter Formation members:
 - a. Chairperson – Scott Richardson
 - b. Vice Chair – Bill Brannen
 - c. Recording Secretary – Jana Kelly
- 3) Travis Lingenfelter will research finance issues and accounting systems for the Chapter.
- 4) Scott Richardson will research the pros and cons of incorporating the Chapter.
- 5) The Arizona Regional NIGP would like to have their annual meeting in Flagstaff in October of this year. We have offered our help in doing some legwork or whatever else is needed in putting this on.
- 6) It was agreed upon by those in attendance to name our Northern Arizona chapter, the Grand Canyon Chapter.

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- 7) When, where and how meetings are held was discussed thoroughly. We agreed that face-to-face meetings are the best when we can, but there may be a need to conference others in either by phone or video conferencing.

Anne Marie Fischer volunteered to check into video conferencing for us. The higher education facilities (NAU, Mohave Community College, Yavapai Community College and Northland Pioneer College) have the availability of video conferencing, as well as some county and city offices.

Afternoon meetings seem to be better for the majority. It was decided that for the first few months a monthly meeting would be beneficial to allow us to get our Chapter up and going. There are quite a few things we will have to accomplish in the first three months, as well as the following six to nine months. Please review the Six-Step plan on page 8 of the NIGP Guide to Chapter Formation. Everyone's active participation is needed for a smooth and successful chapter formation.

Monthly meetings will be on the second Thursday of every month at 1:00 p.m., place to be determined. (Next meeting is February 8 at 1:00 p.m.)

- 8) The newly elected Formation Chair, Vice Chair and Secretary will meet in the next couple of weeks to prepare for our next meeting and get the necessary letters and documents started. We will contact everyone with an Agenda as well as the meeting place.